



## Client Eligibility Checklist for HPRP Rent Assistance

The Homeless Prevention & Rapid Re-Housing Program assists income-eligible persons with rent and relocation assistance. The following chart depicts client income eligibility standards. Income must not exceed the amounts established below for your household.

| 1 Person  | 2 Person  | 3 Person  | 4 Person  | 5 Person  | 6 Person  | 7 Person  | 8 Person  |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| \$ 23,600 | \$ 26,950 | \$ 30,350 | \$ 33,700 | \$ 36,400 | \$ 39,100 | \$ 41,800 | \$ 44,500 |

In order to be eligible for rent assistance through the Homeless Prevention & Rapid Re-Housing Program, you must meet the following conditions:

- ☐ Rent payment is in arrears or due within 5 calendar days (3-Day Notice);
- ☐ All other resources have been exhausted;
- ☐ The client is 1) a resident of the home or apartment and 2) responsible for the rent on the home or apartment where the rent is to be paid;
- ☐ Payment is limited to up to three month's cost for each individual or household if meeting program qualifications including income and expense ratios.
- ☐ Assistance can be provided 1) for a rent arrears up to 3 months, if qualified; or 2) in separate payments over a period of up to 90 consecutive days so long as the total amount paid does not exceed three months' cost;
- ☐ Assistance is provided contingent upon Clearinghouse Approval; and
- ☐ Payment must guarantee an additional 30 days of housing stability as determined through the Care Coordination screening.

### You must present the following documentation in order to apply for assistance:

- ☐ Verifiable proof of Miami Beach residency (photo identification bearing Miami Beach address)
  - Examples:* Valid Florida Resident Identification card
  - Valid Florida Driver's License
- ☐ Copy of valid Social Security card
- ☐ Proof of United States Residency, if applicable
  - Examples:* Residency Card
- ☐ Verifiable proof of income
  - Examples:* Current pay stub with employer's address
  - Social Security Administration benefits letter or printout
  - Pension payment stub
  - Current bank statement
- ☐ Household expense receipts
  - Examples:* Utility bills (including electricity, natural gas, telephone, cable, satellite, cell phone, etc.)
  - Vehicle operation costs (including insurance and gas costs)
  - Medical co-payments
- ☐ Lease Agreement and Landlord Verification
- ☐ Completion of intake form including personal and household information with necessary attachments including any additional proof of income or household expense as requested to determine program eligibility or establish a Care Coordination Plan
- ☐ Completion of Care Coordination Plan